



DEPARTMENT OF THE ARMY  
HEADQUARTERS, ARMY SUPPORT ACTIVITY  
JOINT BASE MCGUIRE-DIX-LAKEHURST  
5417 ALABAMA AVENUE  
FORT DIX, NEW JERSEY 08640-5000

REPLY TO  
ATTENTION OF :

IMNE-DIX-ZA

8 March 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Support Activity - Dix Command Policy Memorandum #1 - Commander's Open Door

1. This policy memorandum supersedes Installation Command Policy Memorandum #1 - Commander's Open Door, dated 19 June 2008.
1. REFERENCE: Army Regulation 600-20, Army Command Policy, dated 7 June 2006.
2. PURPOSE: To provide guidance to all personnel assigned or attached to the Army Support Activity (ASA) – Dix and Devens Reserve Forces Training Area (DRFTA) on my open door policy.
3. BACKGROUND: Every Soldier and civilian is afforded the right and opportunity to bring suggestions, grievances and concerns that affect ASA - Dix and DRFTA directly to my attention through my open door policy.
4. DISCUSSION: I want you to feel free to approach me as I move around ASA – Dix and DRFTA; however, your chain of command continues to be the primary source for problem resolution and assistance requests. I encourage you to use your excellent chains of command that exist across ASA – Dix and DRFTA to resolve all matters at the lowest possible level and to allow your leaders the opportunity to assist you. Commanders, leaders and supervisors of your unit or organization have the ability and expertise to address any issue that may arise at your level either directly or placing you in contact with agencies who can. As the ASA - Dix Commander my focus is primarily ASA – Dix and DRFTA issues, however, if you are unsuccessful in resolving matters at the lowest level through your chain of command, you may contact my secretary for an appointment at (609) 562-2256 or 2458.

PATRICK J. SLOWEY  
Colonel, IN  
Commanding

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